

MEMORANDUM
#02- 17

TO: All Department & School Fiscal Officers

FROM: Trisha L. Neely, Director

DATE: June 12, 2002

SUBJECT: PAYMENT VOUCHER – DATE GOODS & SERVICES ARE RECEIVED

To strengthen controls over the financial reporting process as well as the need to satisfy audit requirements, DFMS and OMS have been modified to identify the date goods and services are received. This new procedure will eliminate the need for organizations to manually identify accounts payable for the preparation of the annual GAAP Package. It will also provide for more accurate reporting and cash management.

Effective July 1, 2002, the goods/services received date will be required on all Payment Vouchers (PV). The PV document screen has been modified in DFMS and OMS to permit entry of a 2 position month and a 2 position year (i.e. 06 02). You will receive the following error messages in DFMS if the field is not filled in or the data is incorrect: A139E - Missing Receive Date or A140E - Invalid Receive Month (month must be 01-12). The same messages will also appear in OMS.

The new date field will be included in the document header as well as on the accounting line. Entering the date in the header will automatically default to the line. This will allow you to pay for only the vendor invoice(s) for which goods or services are received during that period of time. You may ignore the date field in the header and enter the date directly on the accounting line. Entering the date(s) on the accounting line(s) will allow you to pay multiple vendor invoices for goods or services received over various periods of time on one Payment Voucher.

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When services received cover a portion of a month, such as in the case of electric bills, report the date received as the month in which the service ended. For example: an electric bill covers the period of May 15 to June 14. The date services were received would be recorded on the Payment Voucher as 06-02 (June 2002).

FUNCTION:	DOCID: PV 01 3423429	06/03/02 09:43:09
STATUS: PEND3	BATID:	ORG:
B-	PAYMENT VOUCHER	
BATCH DATE:	NUM DOCS:	NET:
H- PV DATE: 05 29 02	ACCTG PRD: G/S REC: XX XX	
ACTION: E	PV TYPE: 1	
	COMMENTS: *C744-4090	
	VENDOR INVOICE NUMBER: ATTY	
	DOCUMENT TOTAL: 2655.00	
	VENDOR CODE: 510220237 AA	
	VENDOR NAME: FUQUA & YORI	
	ADDRESS: 28 THE CIRCLE	
	GEORGETOWN	DE 19947
SELLER: FY:	FUND:	DEPARTMENT:
ORG:		REV SRC:
SUB REV:	APPR:	PROG:
JOB/PROJ NO:	REPT CAT:	OFF REC ACCT:

A--*HS60-DOCUMENT MARKED FOR READ ONLY H--*S403-READY FOR APPROVAL 3

FUNCTION:	DOCID: PV 01 3423429	06/03/02 09:44:24
STATUS: PEND3	BATID:	ORG: 001-001 OF 001
LN REFERENCE PO	APPR SUB JOB	
NO CODE DEPT NUMBER LINE BFY FUND DEPT ORGN	CODE OBJ OBJ PROG PROJECT	

REPT CATG BS ACCT VENDOR INVOICE G/S REC	DESCRIPTION	

	AMOUNT	P/F
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01- 01 PO 01 984965 01 02 100 01 0201	0181 5021	
	ATTY/REAPP/WILLARD	
	2655.00	
02-		
	01	
03-		
	01	
04-		
	01	

01-T923W-OBJ CODE GENERATES 1099